

MINUTES OF A MEETING OF THE UNIVERSITY  
SENATE - FEBRUARY 10, 1967

The University Senate met at 2 p.m. Friday, February 10, 1967, Vice President Bright presiding for President Elliott who was delayed.

The minutes of the previous meeting were approved without exception.

On motions made and seconded the following persons were elected;

Professor Zucchelli as Chairman, pro tempore, of the Educational Policy Committee, replacing Dr. Brewer.  
Professor Crane to the membership of the Educational Policy Committee, replacing Professor Simons.  
Professor Reed to the membership of the Committee on Admissions and Advanced Standing, replacing Professor Suber.  
Professor Mary Louise Robbins to the membership of the Library Committee.  
Professor Willson as member, pro tempore, of the Executive Committee replacing Professor Stevens.

Mr. Rupert Woodward, Director of Libraries, then addressed the Senate. The Director introduced some members of his staff who were guests of the Senate. Most of these staff members are also members of the Library Council, a group of department heads and librarians of Law and Medicine, which meets once or twice a month and serves as an advisory body to the Director of Libraries. Mr. Woodward began his talk by identifying the assets of the Library which he listed as follows:

- 1) The Staff: A group of highly qualified people.
- 2) Support of the University Administration: The Administration, Mr. Woodward feels, is giving excellent leadership to the reorganization of the Library.
- 3) Proximity to Other Libraries in Washington: The Library has excellent back-up resources in local libraries, the Library of Congress, and the Consortium libraries in neighboring universities.
- 4) Centralization of the University Library: The main library is easily accessible to all parts of the University.
- 5) Alumni Residing in the Area: The existence of an unusually high percentage of University graduates living in the area who may be interested in forming a group of "friends and associates of the Library."
- 6) Library of Congress System: The Library collection is already classed in the Library of Congress system to which many other libraries are now attempting to convert for automation purposes.
- 7) Ease in Acquiring Out-of-Print Books: When financial resources permit the Director hopes to be able to acquire many books which are out-of-print through book stores in Chicago and the north-east. Competition in this area is especially difficult to deal with but the District of Columbia is not hampered in these purchases by certain state regulations governing other areas.
- 8) A Sophisticated Student Body: Most of the students are from large cities and are familiar with large libraries and methods of retrieving books. This makes fragmentation into small, scattered collections unnecessary.

- 9) Availability of Qualified Part-Time Specialists and Librarians when Cataloging Special Collections: The Director cited as an example the need to catalog a large collection of Icelandic materials with which the staff was not familiar. A call to the Library of Congress resulted in two or three specialists coming over several times a week to assist in cataloging the collection. Many librarians in the area seek part-time work in the evenings and using their services makes unnecessary the use of untrained personnel in the evening hours and permits the Library to remain open longer.

Mr. Woodward then moved to the future plans for the Library and listed the following:

- 1) A Restructuring of the Staff: The Director feels the present staffing pattern is "confused." Trained librarians are assigned too many clerical duties. More clerical help should be employed so that trained personnel will be released to handle duties of a much higher complexity.
- 2) A Readjustment of the Loan and Fine System: The Director believes that by increasing the fine commensurately with an increase in the loan period to perhaps three weeks, the needs of the student will be better served and the return of books when due will be better insured. At the same time the volume of paper work will be measurably decreased in the Circulation Department.
- 3) Need for Book Disposal: The Director feels that there is a great amount of material that should be disposed of and he plans to work toward this during the Spring and Summer. The Director asked for volunteers in identifying and disposing of this duplicate material.
- 4) Reorganization of Collections: The Director feels the new Library should definitely have open stacks. He has informally polled student opinion in this area and finds that they agree that closed stacks are time consuming and inefficient for their uses.
- 5) Special Collections: The Director hopes to bring some special collections into the Circulation Department such as theses, rare books, microfilms, etc. This will, of course, require the setting up of special security devices.
- 6) Centralizing Reference Collections: Mr. Woodward hopes that reference collections can be brought into reading rooms for easier access. This will, he believes, entail employment of increased staff in this area.
- 7) Reserved Books: The Director finds that there is considerable confusion in this process as there are presently 15,000 books in the reserve collection. Some faculty members submit extensive lists without verifying whether or not such books are in the collection. He plans to study this problem and asks the cooperation of the faculty.
- 8) Periodicals: Mr. Woodward feels an open reading room should be provided for these periodicals. Bound copies should be kept in the stacks and should be classified in such a way as to fall into the stacks in the area covered by their subject matter. Mr. Woodward hopes to have an accelerated binding program instituted to protect this collection.
- 9) Library Newsletter: The Director plans to publish at intervals a Newsletter on progress being made in Library planning for the information of the faculty.

- 10) Remedying the Inadequacies of the Collection: The Director finds that many books the students request are not in the catalog or are difficult to retrieve. However, because of the limitation of funds at present and the high priority of other problems, he can only begin in the next year to attack this problem on a highly selective basis. He will routinely order books which are on the reserve list but not in the Library. He will begin to screen carefully, however, to see what other items should be in the collection. In this regard, BOOKS FOR COLLEGE LIBRARIES will be published soon and he will try to make a practice of securing these basic items. He hopes to place standing orders with University presses for their publications. These are shipped immediately upon publication. It is hoped that, eventually, a good basic collection will be established across-the-board.
- 11) Budget Increase: The Director stated that the budget increase of \$100,000 for the Library included the Central Library, the Law Library and the Medical Library. The Central Library would receive about \$6,000 for its own use from this fund. Much of this will be used initially for services and for general streamlining of the operation of the Library. At the same time, Mr. Woodward would like the suggestions of the faculty in new book purchases, as he has found some gaps and unevenness in some areas of the collection.
- 12) Development of an Acquisitions Policy: Mr. Woodward stated that there exists a minimum statement which might be considered an acquisitions policy; however, it needed elaboration to make clear in what direction the Library must proceed.
- 13) Consortium Libraries: A study of the consortium libraries is planned to estimate the efficacy of the combined use of these libraries in graduate programs.

The Director closed by asking the suggestions of the faculty in planning the new Library in the areas of space allocation, the relationship of parts of the structure to other parts, special accommodations, etc.

Professor Reesing rose to make an informal statement in which he cited several matters which he felt needed Senate attention. The first was a proposed revision of the academic calendar to allow for a longer period for grading on the part of faculty members, a reading period for students, and a less hectic period before registration for the administrative offices concerned. The second was the un-economical use of Professors' time during the advising period at Registration. Dr. Reesing moved that these matters be referred to the Executive Committee for assignment to appropriate standing committees for close study. The motion was seconded and carried.

Professor Willson, Chairman of the Appointment, Salary and Promotion Policies Committee gave an Interim Report on the activities of his Committee. After careful consideration by the Committee, it was the consensus that no change in the Faculty Code and Ordinances regarding retirement was recommended at this time. Professor Willson also reported that the Committee had held several interesting and informative meetings with Dean Linton and Comptroller Johnson relative to salary projections through 1970/71 and a full report on these would be included in the Annual Report of his Committee.

Professor Wood then thanked Mr. Woodward for his interesting and informative talk on the Library.

The members of the Senate signed cards for Professors Brewer and Stevens, both of whom are recovering well from their recent illnesses.

It was the consensus that the coffee hour for the members of the Senate, members of the student leadership in the Schools of Engineering, Law and Medicine, and members of the Library staff was a pleasant and informative prelude to the meeting.

The meeting was adjourned at 4 p.m.

FREDERICK R. HOUSER  
SECRETARY

THE GEORGE WASHINGTON UNIVERSITY  
Washington D. C.

University Senate

February 1, 1967

The University Senate will meet at 2:10 p.m., February 10, 1967 in the Faculty Conference Room, Fifth Floor, Library Building.

- Agenda:
- 1) Approval of the minutes of the previous meeting.
  - 2) Nomination of Professor Zucchelli as Chairman (*pro tempore*) of the Educational Policy Committee, replacing Professor Brewer.
  - 3) Nomination of two members for the Educational Policy Committee, one to replace Professor Brewer and one to replace Professor Simons.
  - 4) Nomination of Professor Charles B. Reed to replace Dr. Suber on the Committee on Admissions and Advanced Standing.
  - 5) Nomination of Professor Mary Louise Robbins, (Medical School Library Committee Member) for membership on the Senate Library Committee.
  - 6) Nomination of Professor Willson to replace Professor Stevens as *pro tempore* member of the Executive Committee.
  - 7) Informational Report of Mr. Rupert Woodward, Director of Libraries, on current problems of and plans for the Library.

Note: Immediately preceding the meeting a Coffee Hour will be held from 1:15 p.m. to 2 p.m. for Senate members and members of the Library Council, and the student officers of the Law, Engineering and Medical Schools. Although it is recognized that some members cannot attend for the entire coffee period because of other duties, in order that we may be as hospitable as possible, those who can attend are urged to do so. Members of the Faculty Assembly who are not members of the University Senate are welcome to attend the social period.

Note: The February University Calendar incorrectly lists the February Senate meeting date.  
It should read Friday, February 10, 1967.

FREDERICK R. HOUSER  
SECRETARY